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**NATIONAL  
ENDOWMENT  
FOR  
THE ARTS****WASHINGTON  
D.C. 20506**A Federal agency advised by the  
National Council on the Arts

December 9, 1977

The Honorable Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Turner:

I am pleased, as one of my first duties as Chairman of the National Endowment for the Arts, to send you the enclosed booklet, the first in a new series relating to design in the Federal Government. The series is intended to feature the benefits of the Federal Design Improvement Program, and to extend them to a wider audience.

Design Standards Manuals focuses on a working tool that is currently in use by a number of agencies. These agencies are finding that the manuals, and the systems on which they are based, not only contribute to upgrading their publications, but can also save time and money in preparation and printing.

We will be distributing copies to appropriate officers in your agency. However, if you would like some additional copies, they are available from the Federal Design Improvement Program, 634-4286.

And, if you or one of your associates has any questions about how the Endowment can help your agency improve its graphic communications, please call Jerry Perlmutter, Federal Graphics Coordinator, at the same number.

Sincerely,

  
Livingston L. Biddle, Jr.

Chairman

Enclosure

related to federal design

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# Design Standards Manuals

Their meaning and use  
for federal designers

National Endowment for the Arts



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DOCUMENT  
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WASHINGTON  
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and Private Use \$300

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